

REQUEST FOR PROPOSALS

City of Tillamook

Engineering

Sewer Rehabilitation Project

Construction Administration/Construction Engineering

Issue date: January 2, 2019

RFP Closing Date: January 22, 2020 – 2:00 pm Pacific Time

REQUEST FOR PROPOSALS

The City of Tillamook (City) has received a Community Development Block Grant (CDBG) to construct improvements to the City's sanitary collection system. The Grant is administered by Business Oregon, and identified as Project P18004. Pursuant to the City of Tillamook's (City) Public Contracting Rule 137-048-0220, the City is accepting proposals to select a qualified engineering consultant who is experienced with meeting the requirements of a CDBG and successfully managing a sewer repair project through effective construction administration/construction engineering, and federal labor standards.

The full RFP may be obtained from, and questions posed to:

Name:	Liane Welch
Title:	City Engineer City of Tillamook 2211 3rd Street, Suite A Tillamook, Oregon 97141
Telephone:	(503) 374-1812
Email:	lwelch@tillamookor.gov

Proposals will be received by the City until closing at 2:00 p.m., on January 22, 2020. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked "**Proposal for Tillamook Sewer Rehabilitation Project**," Attention: City Engineer Liane Welch, at the above address. Faxed and emailed proposals will be rejected as non-responsive.

Section I
Request for Proposals

The City of Tillamook (City) intends to select a licensed civil engineer to oversee construction of City's Sewer Rehabilitation Project, as described in Section II, Project Description, from among proposers who respond to this Request for Proposals. The City intends to enter into a contract, in the form attached as Appendix A, with the selected engineer after negotiating fees up to a maximum not to exceed dollar amount. The maximum contract amount will be based upon time and materials for all work rendered for construction oversight.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

Section II
Project Description

- A. **Project Background:** The City of Tillamook has received a Community Development Block Grant (CDBG) to construct improvements to the City's sanitary collection system. The Grant is administered by Business Oregon, and identified as Project P18004. The City is accepting proposals to select a qualified engineering consultant who is experienced with meeting the requirements of a CDBG and successfully managing a sewer repair project through effective construction administration/construction engineering, and federal labor standards.

Work under this contract will be funded with federal grant funds from the Oregon Community Block Grant program. The estimated total Project cost is \$2,000,000.00, including engineering fees.

This project has developed environmental review documents that meet Federal guidelines. The result of the environmental review is that the project has been identified as having No Significant Impact. Project specifications include provisions to meet the environmental requirements for the project.

B. **Scope of Work:**

The Sewer Repair project has plans, specifications and cost estimates that have been developed, approved by DEQ, Business Oregon, and the City of Tillamook. The project consists of:

- 141 sanitary laterals, with tees and cleanouts to the property line,
- 51 connections to existing laterals from the main sewer line,
- 16 standard, 48-inch diameter concrete sanitary manholes,
- 2 drop manholes,

Rehabilitate sewer pipes by open cut and replacing or CIPP lining

- 6,899 lineal feet of 8-inch diameter sanitary sewer main,
- 2,309 lineal feet of 10-inch diameter sanitary sewer main

A link on the City's webpage will contain these documents for your review.
www.tillamookor.gov. – Main page under "City News and Public Notices"

Section III
Anticipated Award and Contract Performance Schedule

Advertise and Issue RFP	January 1, 2020
Question Submittal Deadline	January 15, 2020, by 3:00 PM
Replies Issued	January 20, 2020, by 4:00 PM
Deadline for Submittal of Proposals	January 22, 2020, by 2:00 PM
Evaluations Complete	January 29, 2020
Contract Negotiations through	February 13, 2020
Recommendation to City Council	February 17, 2020
Project Awarded	TBD, 2020
Execution of Agreement with Firm	TBD, 2020
Ground Breaking – Construction Begins	May 2020

Section IV
Pre-proposal Meeting

No Pre-proposal meeting will be held for this project.

Section V
Submittal Information

The Proposer shall submit four (4) bound sets and one (1) electronic copy in PDF format of its proposal containing 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings at the City Hall located at 2211 3rd Street, Suite A, Tillamook, OR 97141 by **2:00 pm PST on January 22, 2020**. Emailed and/or faxed proposals will be rejected as non-responsive. Any late proposals cannot be considered and will be returned unopened. Send or deliver the proposals to:

Liane Welch, City Engineer
City of Tillamook
2211 3rd Street, Suite A
Tillamook, Oregon 97141

Section VI
Instructions to Proposers

Please note the following specific requirements for Proposers:

1. Interested professionals must register with City Engineer Liane Welch as an RFP recipient at lwelch@tillamookor.gov

2. The City may modify this RFP via addenda before the proposal due date. Please check the publication source for updates. Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP.
3. Proposers are directed to the protest and request for change procedures as set forth in the City Public Contracting Rule 137-048-0240. Change requests shall include.
 - A. A detailed description of the legal and factual grounds for the request;
 - B. A description of the resulting prejudice to the prospective Proposer; and
 - C. A statement of the form of any relief to the RFP or Contract.

The City will review the change requested and notify the prospective Proposer of the decision in writing prior to the RFP closing date. Any changes will be issued via addendum.

4. Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

Section VII Proposal Requirements
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Proposal shall be prepared simply and economically, providing a straightforward, concise description of Proposer's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional materials, etc., are not important. Proposal shall be no more than twelve (12) pages excluding resumes and cover letter, double sided, and shall include, at a minimum, the following items:

1. **Cover letter/statement of interest:** Indicate Proposer's interest in the Project and highlighting its qualification to perform the Project. (1 page)
 - A statement verifying Proposer's ability to execute contract upon award, including confirmation that Proposer is an architect/engineer licensed to work in the State of Oregon.
 - The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
 - A statement certifying that Proposer has not been suspended or disbarred from Federal/Government work.
2. **Overview:** A brief overview of the company, including firm and contact names, mail and email addresses and phone and fax numbers.
3. **Team Experience:** Related experience with similar types of projects and specific qualifications and resumes of Project architect/engineer and key team members. The roles and qualifications

of any sub-consultants. Identify the Project lead and that person's availability to start work on the Project and to complete the work without interruption from other projects, commitments or schedule. Submit proof of adequate liability insurance for sub-consultants.

4. **Firm Experience:** Proposer's experience and qualifications:
 - Provide examples of at least five (5) relevant projects similar to the Sewer Rehabilitation Project completed by Proposer within the last five (5) years, including:
 - Project Name and Location
 - Summary of Scope/Services Provided
 - Project Size and Construction Value
 - Duration of Project
 - Agency Representative's name and contact information
5. **Approach:** A proposed approach to the Project including key activities, milestones, possible design concepts, potential challenges and areas of concern.
6. **Non-Discrimination Policies:** Written affirmation that Proposer has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
7. **Insurance:** Proof of insurance for a minimum of \$2 million professional liability insurance, plus \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption, and \$5,000,000 general aggregate.
8. **Exceptions:** Any and all exceptions to this RFP shall be noted on a Section entitled "**Exceptions**" and submitted with Proposer's proposal.
9. **Availability:** Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries and/or be onsite within a maximum of 24-hours.

Section VIII
Proposal Evaluation

A. Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

Criteria	Weight
Firm Qualification: Please provide your firms' technical experience in performing work of a similar nature with Oregon Cities of small to modest size. Record of completing work on schedule, strength and stability of the firm. If you have subconsultants as part of your team, include information on your team member's experience in performing similar work.	20 pts
Staff and Project Organization: Please describe the qualifications of project staff, key personnel's level of involvement in performing related work, logic of project organization, adequacy of labor commitment and restriction on changes in key personnel for both the Prime firm and any subconsultants. Firms must be able to provide sufficient staffing with qualified individuals throughout the contract.	15 pts
Demonstrated Understanding of the Project Requirements: Please describe your approach to construction administration and construction engineering. Please describe your understanding and approach to this project. Please include a list of tasks and schedule to implement the project and identify milestones, and deliverables.	45 pts
Experience with Business Oregon and Community Development Block Grant: Please describe your experience in working with Business Oregon and CDBG requirements including the Fair Labor Standards.	20 pts
References: Present 3 references for projects similar in scope. Provide the name, email and phone number.	Pass/No Pass
	100 pts Available

B. Evaluation Process

Proposals will be initially screened by the selection committee pursuant to the following minimum qualifications:

1. Proposer is a licensed professional and can perform all proposed engineering and/or architectural Project disciplines within the State of Oregon.
2. Proposer's ability to provide the design work needed by City to the standards required by the City, County and State.
3. Whether Proposer has the financial resources for the performance of the desired services, or the ability to obtain such resources.
4. Proposer is an Equal Opportunity Employer and is otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VIII.A above, by an evaluation committee made up of the City Public Works Director, City Engineer and Wastewater Plant Supervisor.

The City is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed \$100,000 (ORS 279C.110). As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the City does not cancel this RFP, only after selecting the most qualified candidate will the City and the selected candidate enter into contract negotiations for the price of the services. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have a Sewer Rehabilitation Engineer contract in place in the form attached as Appendix A, no later than February 20, 2020.

Section IX Miscellaneous

The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer, as indicated in the contract form attached as Appendix A. Any open terms in the attached contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the attached contract and be bound thereby.

Section X Contact Information

Direct all inquiries regarding the Sewer Rehabilitation Project and this RFP to:

Name: Liane Welch
Title: City Engineer
City of Tillamook
2211 3rd Street, Suite A
Tillamook, Oregon 97141
Telephone: (503) 374-1812
Email: lwelch@tillamookor.gov

Section XI Appendices
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The following appendices are included in this RFP:

Appendix A: Architectural/Engineering Services Contract

**The City of Tillamook is an
Equal Opportunity/Affirmative Action Employer
Women, Minorities and Disabled Persons
are encouraged to apply**

**THIS RFP IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED
WITHOUT NOTICE.**

